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AUTHOR	Weber, Janet, Comp.; And Others
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ABSTRACT

This booklet provides students with information and practice in applying for their first job. Topics covered include applying for a Social Security card, filling out job applications, job interviews, and applying for a work permit. A glossary of terms and abbreviations also is included. (KC)

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)"

Are You Ready To Apply For That First Job?

Farmington Public Schools
Career Education
Eighth Grade

CE 051 494

BEST COPY AVAILABLE

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This booklet was compiled and edited by

JANET WEBER
Career Center Paraprofessional

CHARLENE PARROTT
Career Education Coordinator

EARL BAUMUNK
Director of Vocational and Career Education

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ARE YOU READY TO APPLY FOR THAT FIRST JOB?

It may be a few months or a few years before you actually apply for a job with a formal job application or interview. In order to be prepared whenever you are faced with that first application, this booklet will give you the information and practice so you will know what to expect. You can keep this booklet for future reference.

There are some things you need to do to prepare for that first job. You can do some of them right now.

1. Obtain a social security number if you don't already have one.

2. Fill out personal data on a 3x5 card and carry it in your billfold.

3. Fill out a sample job application. (Not all application forms are the same, but they ask for similar information.)

4. Practice doing a job interview.

5. Learn how to apply for a work permit.

NOW - ON TO THAT FIRST STEP!

YOUR SOCIAL SECURITY CARD

Everyone working in America needs a Social Security number. Whether you sling hash at Joe's or fly an airplane, your Social Security number credits your account with retirement benefits, pays your income tax deductions, and establishes the fact that you are "on a payroll" of the company.

Before an employer can hire you, you must present the card showing your number. If you have one now, take the card to all your employment interviews. If you don't have a Social Security number, here's how you obtain one.

You will need to get an application blank, such as the sample on the next page, from the nearest Social Security office which is located at 37431 Grand River, Farmington, Michigan. For additional information call 493-1111. Present the completed application form and two pieces of identification to receive your number. The types of identification they will accept are shown below:

1. U.S. Citizen — Born in the U.S.
Applying for Original Social Security Number

Please submit one document from List A **and** at least one from List B

List A - Evidence of Age and Citizenship

One of the following records established before your 5th birthday:

- Public or hospital birth certificate
- Religious record of birth or baptism

If your birth was never recorded or the public record no longer exists, submit documents from list B for evidence of age and citizenship. At least one document must show your name, age or date of birth, and your place of birth. It should be at least one year old.

List B - Evidence of Identity (A birth record is not evidence of identity.)

- State identity card
- Insurance policy
- Driver's license
- School ID card
- Vaccination certificate
- Adoption record
- School record or report card
- Clinic, doctor or hospital record
- Church membership or confirmation record
- Day care or nursery school record
- Court order for name change
- Labor union or fraternal organization record
- Record of child's membership in Boy Scouts, Girl Scouts or other youth organization
- Any other document providing identifying data such as physical description, photograph, or signature
- Marriage or divorce record
- Work badge or building pass
- Voter's registration card
- Military or draft record
- Newspaper notice of birth
- Prior Welfare ID card
- Military dependent's ID
- U.S. passport or citizen ID card

DEPARTMENT OF HEALTH AND HUMAN SERVICES
SOCIAL SECURITY ADMINISTRATION

Form Approved
OMB No. 0960-0066

FORM SS-5 — APPLICATION FOR A SOCIAL SECURITY NUMBER CARD (Original, Replacement or Correction)

SAMPLE

MICROFILM REF. NO. (SSA USE ONLY)

Unless the requested information is provided, we may not be able to issue a Social Security Number (20 CFR 422-103(b))

INSTRUCTIONS TO APPLICANT ▶ Before completing this form, please read the instructions on the opposite page. You can type or print, using pen with dark blue or black ink. Do not use pencil.

NAA NAME TO BE SHOWN ON CARD — First | Middle | Last

NAB FULL NAME AT BIRTH (IF OTHER THAN ABOVE) — First | Middle | Last

1

ONA OTHER NAME(S) USED

STT MAILING ADDRESS (Street/Apt. No., P.O. Box, Rural Route No.)

2

CTY CITY | **STE** STATE | **ZIP** ZIP CODE

CSP CITIZENSHIP (Check one only)

3

- ☐ a. U.S. citizen
- ☐ b. Legal alien allowed to work
- ☐ c. Legal alien not allowed to work
- ☐ d. Other (See instructions on Page 2)

SEX SEX

4

- ☐ MALE
- ☐ FEMALE

ETB RACE/ETHNIC DESCRIPTION (Check one only) (Voluntary)

5

- ☐ a. Asian, Asian-American or Pacific Islander (Includes persons of Chinese, Filipino, Japanese, Korean, Samoan, etc., ancestry or descent)
- ☐ b. Hispanic (Includes persons of Chicano, Cuban, Mexican or Mexican-American, Puerto Rican, South or Central American, or other Spanish ancestry or descent)
- ☐ c. Negro or Black (not Hispanic)
- ☐ d. Northern American Indian or Alaskan Native
- ☐ e. White (not Hispanic)

DOB DATE OF BIRTH ▶ MONTH | DAY | YEAR — **AGE** 7 PRESENT AGE — **PLB** 8 PLACE OF BIRTH ▶ CITY | STATE OR FOREIGN COUNTRY | **FCI** ☐

6

MNA MOTHER'S NAME AT HER BIRTH — First | Middle | Last (Her maiden name)

9

FNA FATHER'S NAME — First | Middle | Last

PNO

10

a. Has the person listed in item 1 above or anyone acting on that person's behalf ever applied for a Social Security number card before? ☐ YES(2) ☐ NO(1) ☐ Don't know(1) **If yes, when:** ▶ MONTH | YEAR

b. Was a card received? ☐ YES(3) ☐ NO(1) ☐ Don't know(1) **If you checked yes to a or b, complete items c through e; otherwise go to item 11.**

SSN

c. Enter Social Security number ☐☐☐-☐☐-☐☐☐☐

NLC

d. Enter the name shown on the most recent Social Security card

PDB

e. Date of birth correction (See Instruction 10 on page 2) ▶ MONTH | DAY | YEAR

DON TODAY'S DATE ▶ MONTH | DAY | YEAR

11

12 Telephone number where we can reach you during the day. Please include the area code ▶ HOME | OTHER

ASD **WARNING: Deliberately furnishing (or causing to be furnished) false information on this application is a crime punishable by fine or imprisonment, or both.**

13 YOUR SIGNATURE

14 YOUR RELATIONSHIP TO PERSON IN ITEM 1 ☐ Self ☐ Other (Specify) _____

WITNESS (Needed only if signed by mark "X")

WITNESS (Needed only if signed by mark "X")

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)

DTC SSA RECEIPT DATE

SSN ASSIGNED ☐☐☐-☐☐-☐☐☐☐

NPN

DOC | **NTC** | **CAN** | **BIC**

SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW

DATE

TYPE(S) OF EVIDENCE SUBMITTED

IDN

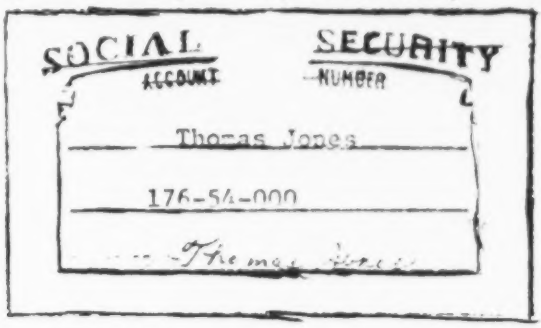
☐ MANDATORY IN PERSON INTERVIEW CONDUCTED

ITV 6

DATE

DCL

About a month after you submit your application, you'll receive a card like this:



It will have your own personal number on it. It will be one of the most important numbers in your life from now on. Be sure to sign your name on the line at the bottom. Keep the card in your billfold or wallet. Don't mark on it or fold it. Put the stub that will be attached to the card with the other important papers your family owns.

LOST CARDS?? LOST NUMBERS??

Since your number belongs only to you, losing your card means checking literally millions of other cards to make sure you can get another card with the same number. Naturally, you'll want to guard against losing your card. But, accidents happen, and you can get a replacement card. The Post Office or Social Security Adminstration office will give you a form to complete. If you lose your card, replace it quickly - you may find yourself unable to start a new job if you can't show the card to the employer.

WHAT HAPPENS IF YOU MARRY AND CHANGE YOUR NAME?

Names may change, but your Social Security number remains the same - forever. You should, however, fill out an application for a change of the name on your card. This application may be obtained at a Social Security office or your local Post Office.

WHAT DOES THE EMPLOYER DO WITH YOUR NUMBER?

The company you work for not only pays you money for working; it also must pay money to Social Security for your insurance account. This "contribution by the employer"is matched by a few cents from each dollar you earn. The employer then puts both his contribution and yours into your account - the account opened for you when you first got your Social Security number.

Each employer in America must - by law - pay Social Security for each person on the payroll.

When you retire, or if you should get sick or become permanently disabled, you'll be able to collect on your Social Security insurance.

SEE WHY IT'S IMPORTANT TO KEEP THAT CARD ??

FILLING OUT JOB APPLICATIONS

It is important to fill out an application correctly. All parts of the application must be filled out completely in order to create a GOOD FIRST IMPRESSION. That GOOD FIRST IMPRESSION often decides whether or not you will get a job interview.

Before you go on an interview fill out a 3x5 card which can be carried in your billfold. This should include your employment record and personal references on it. It is easy to look up the information once (using the telephone directory) and put it on the card. Then you will not have to look it up each time you fill out an application. It will save time, and make you look more efficient and prepared, to take the card out of your wallet and transfer the information to the application blank.

On the blank side of the 3x5 card put your name, social security number, and driver's license number when you have one, and your employment record. If you have worked, give the full name of the company, number and name of the street, city, state, and zip, and the phone number of all past and present jobs.

On the lined side list 3 personal references. Three is the usual number requested on an application. You can use adults for whom you have worked (babysitting, yard work, volunteer work, etc.) or adult friends as references. Do not use relatives or friends your own age. Again, put the full name of the person, number and name of the street, city, state, and zip, and phone number. You should ask these persons if you can use them as references before listing their names and addresses on applications. Put the card in your wallet.

Name: Linda Johnson

Social Security No: 323-52-7331

Driver's License No: C 630 546 393 750

EMPLOYMENT RECORD

Smith & Jones, Inc.	46123 Industrial Park Dr. Farmington, MI 48024	474-1659
Landmark Restaurant	32455 Grand River Ave. Farmington, MI 48024	474-1158

PERSONAL REFERENCES

Mrs. Cynthia Mason	Harrison High School 29995 W. 12 Mile Rd. Farmington, MI 48018	477-3318
Mrs. Mary Landers	Landmark Restaurant 32455 Grand River Ave. Farmington, MI 48024	474-1158
Mrs. William Saunders	Smith & Jones, Inc. 46123 Industrial Park Dr. ext.1 Farmington, MI 48024	474-1659

APPLICATION BLANK

Now you are ready to fill out an application blank. Print neatly and answer every question so the employer will not think you skipped it. Use either a blue or black pen. Use the abbreviation N/A which stand for non-applicable when a question does not apply to you personally. For example, most of you have not served in the U.S. Military, so you need to put N/A on the first line only of that section, since it does not apply to you. Notice how easy it is to complete the application with the information from the 3x5 card.

STORE OR CORP CODE _____

EMPLOYEE INFORMATION FORM

_____ CORRECTION/CHANGE _____ Effective Date

SOCIAL SECURITY NO. _____

IN CASE OF EMERGENCY PHONE _____

Interviewer or Reference Comments

NAME _____ (First Name / Middle Initial / Last Name)

STREET ADDRESS _____

SUITE OR APT. NO _____ CITY _____ STATE _____ ZIP _____ AREA CODE _____ TEL NO _____

ARE YOU 25 OR OLDER? ☐ YES ☐ NO IF NOT, AGE _____

EVER WORK FOR McDONALD'S BEFORE? IF YES, DATES AND LOCATION _____

THIS SECTION TO BE FILLED OUT BY MANAGER ONLY AFTER HIRE.

DATE OF HIRE _____ DATE OF BIRTH ___/___/___ M ☐ F ☐ EMP. STATUS ____ C.S.D. ____ JOB TITLE CODE ____ NAT'L ORIGIN ____

REHIRE YES ☐ NO ☐

FED MARITAL TAX STATUS _____ FEDERAL TAX EX. _____

STATE MARITAL TAX STATUS _____ STATE TAX EX _____

LOCAL MARITAL TAX STATUS _____ LOCAL TAX EX _____

STATE CODE _____ LOCAL CODE _____

GROUP INS COVERAGE NONE* _____ w/DEP _____ w/o DEP _____ OPT. LIFE _____

STOCK PURCHASE AMT _____ MEALS ☐ YES ☐ NO RATE _____

*If employee declines insurance, attach waiver form otherwise attach beneficiary form

TAX EX STATUS _____ F.I.C.A. _____ F.U.T.A. _____ S.U.T.A. _____ STATE MED./DISABILITY _____

AVAILABILITY:

TOTAL HOURS AVAILABLE PER WEEK _____

PART TIME ☐ HOURS AVAILABLE FULL TIME ☐

	M	T	W	T	F	S	S
FROM							
TO							

AVAILABILITY DURING SCHOOL VACATIONS FULL ☐ PART ☐ NONE ☐

ARE YOU LEGALLY ABLE TO BE EMPLOYED IN THE U.S.? ☐ YES ☐ NO

HOW DID YOU HEAR OF JOB? _____

HOW FAR DO YOU LIVE FROM STORE? _____

HOW WILL YOU GET TO WORK? _____

SCHOOL MOST RECENTLY ATTENDED:

NAME _____ LOCATION _____ PHONE _____

TEACHER OR COUNSELOR _____ DEPT _____ LAST GRADE COMPLETED _____ GRADE POINT AVERAGE _____

GRADUATED? ☐ YES ☐ NO NOW ENROLLED? ☐ YES ☐ NO SPORTS OR ACTIVITIES _____

TWO MOST RECENT JOBS:

COMPANY _____ LOCATION _____ PHONE _____

JOB _____ SUPERVISOR _____ DATES WORKED FROM _____ TO _____

SALARY _____ REASON FOR LEAVING _____

COMPANY _____ LOCATION _____ PHONE _____

JOB _____ SUPERVISOR _____ DATES WORKED FROM _____ TO _____

SALARY _____ REASON FOR LEAVING _____

PERSONAL REFERENCES: (other than family)

NAME	PHONE NO.

If you want us to provide your address or telephone number to people or organizations outside McDonald's who request them, initial here _____

U.S. MILITARY:

SERVED? ☐ YES ☐ NO

ARE YOU A MEMBER OF AN ACTIVE RESERVE OR NATIONAL GUARD UNIT? ☐ YES ☐ NO

IF YES, WHAT? _____

WHAT ARE YOUR OBLIGATIONS AND WHEN WILL THEY BE FULFILLED? _____

PHYSICAL:

ANY HEALTH PROBLEMS OR PHYSICAL DEFECTS WHICH COULD AFFECT YOUR EMPLOYMENT? ☐ YES ☐ NO

IF ANY SUCH HEALTH PROBLEMS OR PHYSICAL DEFECTS EXIST, PLEASE EXPLAIN _____

*DURING THE PAST 7 YEARS, HAVE YOU EVER BEEN CONVICTED OF A CRIME, EXCLUDING MISDEMEANORS AND TRAFFIC VIOLATIONS? ☐ YES ☐ NO

IF YES, DESCRIBE IN FULL _____

*A conviction will not necessarily bar you from employment.

McDonald's is an equal opportunity employer. The Civil Rights Act of 1964 and State and Local laws prohibit discrimination on the basis of race, color, religion, sex or national origin. In addition, State and Local laws prohibit discrimination on the basis of disability and the Age Discrimination in Employment Act of 1967 and some State and Local laws prohibit discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age. It is our policy to comply fully with these Acts and information requested on this application will not be used for any purpose prohibited by law.

1. I certify that the information contained in this application is correct to the best of my knowledge and understand that deliberate falsification of this information is grounds for dismissal in accordance with McDonald's policy. 2. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

This application expires in 30 days.

Date _____ Signature _____

9

WHAT WORDS MEAN

When you fill out the application, you will sometimes find words you don't know. On this page and on the next page are the definitions of several words. Read these to help you understand application forms.

bon fide occupational question - A question that asks a fact about you that is directly related to the job and is necessary to know in hiring a person for that job.

bonded - Having an agreement for one person to be responsible for any money or property lost or damaged by another person.

compensation - Money and/or medical care given to an employee who is hurt on the job.

convicted - Found guilty of a crime.

dependents - People who depend on you for financial support for food, clothing, shelter, and other items.

discharge - When you left the service.

discrimination - To treat a person differently from others on the basis of race, color, religion, sex, age, or some other factor.

dismissal - To be fired or to lose your job.

employer - The person for whom you work.

felony - A serious crime.

former employers - People for whom you used to work.

marital status - Whether or not you are married.

occupation - The work someone does.

personal references - People who can tell an employer what type of worker you will be. You ask these people ahead ot time if they will be your references. Then you give their names to the employer when you apply for a job.

physical defects - Problems that might affect your work, such as blindness, deafness, or a physical disability.

position - The job you want.

preclude - To make impossible.

previous address - Where you lived before the place you live in now.

prohibited - Not allowed.

qualifications - Characteristics or skills a person has.

selective service classification - How the government classifies your military status to tell whether you have been in the armed service or whether you may serve in the future.

single - Not married.

status - Rank or position.

transportation - Car, bus, train, bicycle, or any other method of getting to work.

verify - To prove something; in this case, to prove you are old enough to work.

Write any words on this list that you still do not understand. Ask your teacher to explain them.

_____ _____

_____ _____

ABBREVIATIONS

Sometimes there is not room on an application to include entire words. Below is a list of abbreviations you may see printed on applications. The meaning for each abbreviation is given on the right hand side of the slash mark.

B.D./birth date
D.O.B./date of birth
H. or ht./height
W. or wt./weight
tel./telephone
no./number
ans./answer
co./company
mo./month
yr./year

Soc.Sec./Social Security
S.S.No./Social Security Number
avg./average
dept./department
exp. or exper./experience
m/married
s/single
d/divorced
sep./separated
m/male
f/female

THE JOB INTERVIEW

See the filmstrip

"Goofy Goes To Work - The Interview"

Available in the Career Center.

****

How To Survive Your First Interview - And Get The Job Offer. Eight Easy Steps To Success

by Anne White

"The first time I applied for a job, I really made a mess of things." Lisa Whitman, a tall, dark-haired senior, speaks with a quick smile and a shy manner. "I managed to do all the wrong things."

The day she ordered her high school class ring, Lisa decided she needed a job to pay for it—and needed a job right away! The minute school was over she hurried down to a local discount store. She knew the store manager sometimes hired students as check-out clerks. Because she was nervous, she dragged her friend Donna along for moral support.

As Donna paced restlessly, Lisa filled out the application. Too late she realized she had not thought to bring her Social Security number. She also did not have any references—the telephone numbers of families she had been babysitting for.

Suddenly the manager appeared and introduced herself. Taken aback, Lisa did not offer to shake hands or even to give her name. When she suggested an on-the-spot interview, Lisa was dismayed. She hadn't changed from the jeans and shirt she had worn to school. She hadn't given any thought to what she should say.

The interview was a disaster. The interview is the most important step in the job hunt. And Lisa lost out because she didn't know the rules.

Most people dread job interviews. There are, however, ways to avoid first interview blues. The secret: *Plan in advance*. Job hunting *is* tough. But experts agree that following a few simple rules can mean the difference between a job offer and a long string of refusals. Here are the ones they most often recommend.

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1 *ALWAYS GO ALONE.* Lisa's first mistake was taking along a friend. A personnel manager said recently, "When teenagers come in together, they are apt to get silly. I understand how this happens, but it's no way to make a good impression. Also, I sometimes have a job to offer an applicant, but not one for the friend who came along with her. Then things become awkward. Sometimes both miss out."

2 *MAKE YOUR APPLICATION NEAT—AND COMPLETE.* Take time to read over the application *before* you start writing. Then, once you see where to put what, fill it in s-l-o-w-l-y, carefully, and completely.

Carol Harty, a community college placement director, advises her students to make up a data card and carry it in their wallets. On this should be all the information that might be asked for on an application.

Eventually you'll want to develop a resume' that gives your school and work record, but a data card or sheet should be sufficient for a part-time or summer job while you're a student.

"There's no excuse for not having your Social Security number when you apply for a job," says another personnel manager. "You also need the dates for any jobs you've held and schools you've attended. Sometimes those can be tough to remember under pressure."

What to do about a question that doesn't seem to apply to you? Draw a short line through the blank left for the answer, the experts suggest. This will indicate that you haven't overlooked or ignored the question.

3 *LOOK THE PART.* Counselors, personnel managers, interviewers all agree: Your appearance counts. It counts heavily. You won't get a second chance to make a good first impression. In fact, recent studies show that the decision *not* to hire someone is made within the first 45 seconds.

"A simple rule," says Jim White, personnel manager of the Bronx Zoo, "is to look better than you do every day." White interviews many of the 400 seasonal employees the zoo hires every year. "Leave the designer jeans at home," he urges. "A pair of khaki slacks or a neat skirt will make a much better impression."

Jeff Lutzker, a counselor for the New York State Job Service, talks with many young people looking for work. His advice: "A neat applicant with a neat application—that's what an employer wants to see."

Most companies take applications first and call later for interviews. But even when you just stop in to fill out an application, it's a good idea to be prepared for an immediate interview, or a short test, or a tour of the work place. Think about all the "What ifs?" in advance, and be ready.

4 *PUT YOUR BEST FOOT (AND HAND) FORWARD.* Neatness and good grooming are essential. But several other things also are necessary if you are to make that fantastic first impression. Most interviewers expect people to arrive on time, look them in the eye, introduce themselves, and shake hands firmly and naturally.

Nonverbal communication plays a strong role in making the right impression. Imagine the following:

You are talking to someone. He yawns. What does this "say" to you?

In the same way, you "speak" nonverbally at the interview.

Mom and Dad may have bugged you when they said, "Stand up straight!" or "Don't fidget!" or "Don't slump!" or "Don't bite your nails!" Those were words of wisdom for the job-seeker you have become. You wouldn't dream of picking your nose during the interview. But your body language could be nearly as great a turnoff to the interviewer.

Other bad signals:

- Folding your arms makes you look insecure and defensive.
- Playing with your hair or tugging at your clothes makes you look ill at ease.

5 *REHEARSE AT HOME.* Presenting yourself well is a tall order. But don't get discouraged. Few young people have had much experience shaking hands or walking into a room and introducing themselves with confidence. Naturally they're uncomfortable at the thought of having to do this. Take one thing at a time and practice.

Instead of asking Donna to go with her, Lisa might better have asked her friend to help in a dress rehearsal. Try out your entrance and handshake on parents, brothers or sisters, or even the family dog. Role play the interview with a friend. This can make you feel less ill at ease.

6 *BE PREPARED FOR QUESTIONS.* Interviewers often have favorite questions. These help employers get a better picture of a job-seeker. A few of the most popular questions:

- Can you tell me something about yourself?
- What is your favorite school subject?
- Why do you want to work here?
- Why should I hire you rather than someone else?

The time to think of answers is before, not during, the interview.

"Give an interviewer some help," says White. "When I ask an applicant her favorite subject, I don't want her to tell me simply that she likes shop. Even though I'm pleased to find a young woman taking a nontraditional course, I want her to volunteer some additional information. Maybe she can tell me that she made some interesting projects in wood shop—a shelf for her stereo, a better mousetrap, a houseful of furniture for her parents—anything to give me more of an idea of what she's like or where I can place her."

"But keep personal business out," Jeff Lutzker cautions. "An interview is not the time to discuss family or school problems."

Carol Harty stresses attitude. She finds that employers she talks to want applicants who seem interested and enthusiastic about the job—and *say* so:

- I can learn a lot here.
- I am a hard worker.
- I can contribute.

Comments like these help an interviewer see that you plan to be a worker, not just an employee.

Unfortunately, many teenagers fail to come across this way—either during the interview or, when they do get hired, on the job. To set yourself apart from the stereotype, "You've got to prove yourself," says Harty.

7 *KNOW SOMETHING ABOUT THE EMPLOYER.* Ask your friends, parents, teachers, and neighbors about the place where you are going to apply. You'll be surprised what you can learn about hours, jobs, salary, the company's attitude toward dress and hair, and the product or service it provides. For additional help, try your school or public library. Knowing about a company will give you a better idea of where and how you can fit in.

As for the employer—he or she will be impressed to learn you took the time to do this. It shows you are interested in more than just a job.

8 *SEND A THANK YOU NOTE.* While there's no magic remark that will assure you of a job, Jim White believes a thank you note afterward has often been a critical factor in his choosing one applicant over others. "Just a few lines thanking me for my time and reminding me why the person wants to work here," he says, "often does the trick."

And for those who feel they'll never master the technique of interviewing, he adds a final bit of encouragement. "Just keep in mind that what the interviewer is really looking for is a reason to hire you. It's up to you to give it to him." ★

Before leaving home to go to an interview, review the following points on the job interview checklist.

JOB INTERVIEW CHECKLIST

( ) 1. I know something about the company and the job I am seeking.

( ) 2. I am ready to discuss my interests and qualifications.

( ) 3. I will bring my resume with me. (You will write a resume in 10th grade English.)

( ) 4. My appearance is:
- ( ) a. Clean
- ( ) b. Well-groomed
- ( ) c. Appropriately dressed

( ) 5. I am going to the interview alone.

( ) 6. I will arrive five minutes early.

( ) 7. If not introduced, I will introduce myself.

( ) 8. I will listen carefully and think before answering any question.

( ) 9. I will speak honestly and clearly.

( ) 10. I will show interest in the job.

( ) 11. I will thank the interviewer for the opportunity to meet and talk.

Notes

THE INTERVIEWER'S QUESTIONS

There is no way to determine what questions you may be asked during the interview. Some of the more common questions follow. Review them beforehand and determine how you might answer them.

- What type of work are you interested in doing?
- Why do you want to work for our company?
- What skills do you have that may be of value to our company?
- What preparation have you had for the position?
- What is your major strength?
- What is your most serious weakness?
- Why do you like the kind of work you are applying for?
- What do you want to know about our company?
- What is your attitude toward work?
- What do you know about our company?
- What hobbies do you enjoy?
- What is the title of the most recent book you read?
- What do you see yourself doing five years from now?

- What magazines do you regularly read?
- What do you do in your spare time?
- What were your grades in school?
- How many days of work or school did you miss last year?
- How did you find out about this job?
- Do you prefer to work alone or with others?

YOUR QUESTIONS

After the interviewer has gathered all the necessary information, you may be asked if you have any questions. Be prepared to ask a few questions yourself. Ask only necessary questions which have not already been answered.

ENDING THE INTERVIEW

Be aware of signs that the interview is ending. The employer or person conducting the interview may have others waiting. Such signs and times vary. Some may just stand up, shake hands, and thank you for coming for the interview. Most will expect you to say, "I have no other questions and thank you for the interview." You may follow this procedure:

1. Thank the interviewer for his or her time and for the information provided.

2. If you are interested in the position you might say, "I am sincerely interested in the position and feel that I could do a good job for you. If you need any additional information, please feel free to contact me."

3. Make sure of your next step - if another is called for.

4. Leave as soon as you are excused.

5. Thank the secretary or receptionist on your way out.

FOLLOWING UP THE INTERVIEW

After you get home, make notes about the interview and any additional questions you may have. Write down the interviewer's name and title. It is usually a good idea to send a short thank you note to the employer and the interviewer thanking them for their time. Also, state that you are very much interested in the job and would like to be advised as soon as a decision is made about the position.

Two weeks after the interview, and again in four weeks, you should follow up the interview. This can be done through a phone call or short letter inquiring about the status of the job. This shows initiative on your part and that you are still interested in the job.

ROLE PLAYING THE INTERVIEW

Try role playing job interviews with a small group of students. Each student should have a chance to be the employer and the prospective employee, while the other students observe and then discuss the good and bad points of the interviews.

WHAT SHOULD I SAY?

The following are things someone might say when being interviewed. Write "OK" in front of the ones you think are OK to say. Write "No" in front of those you should not say.

_____ 1. "Well, here I am, and only 10 minutes late."

_____ 2. "Hello, I'm _____ I have a 10 o'clock appointment with Mrs. Jones."

_____ 3. "Thank you, I sure would like to have a seat. I get awfully tired of standing up."

_____ 4. "Man, this place is sure hard to find."

_____ 5. "What's keeping him so long?"

_____ 6. "No, I don't mind waiting a few minutes."

_____ 7. "Mrs. Jones? I'm _____. I'm here to talk with you about the job opening you have."

_____ 8. "We're having all sorts of problems at home. My sister is in the hospital, and I lost my car to the finance company."

_____ 9. "If I get the job, you sure won't be sorry. I'll work my fingers off."

_____ 10. "I don't mind hard work. And I'm willing to learn new things."

_____ 11. "I quit old hard-head Smith at the hardware store. Nobody can get along with that man."

_____ 12. "I am willing to take a low-paying job, if I have a chance to advance."

_____ 13. "I don't have any hobbies or anything like that. I just sit around and listen to the radio or TV."

_____ 14. "Well, I'm not too smart."

_____ 15. "Thanks for seeing me about the job."

When you are through, get together with a classmate who has also completed this exercise. Compare your answers. Where you disagree, talk about why.

HOW TO OBTAIN A WORK PERMIT

All students under 18 years of age who are working need a work permit. (Exception: If you are 17 and have a high school diploma, you do not need a work permit.)

1. You must be hired for a job.
2. Obtain a Work Permit Request form from the Counseling Office.

OFFER OF EMPLOYMENT AND REQUEST FOR WORKING PERMIT

(FROM ALL MINORS UNDER 18 YEARS EXCEPT THOSE 17 YEARS OF AGE OR OVER WHO HAVE COMPLETED THE REQUIREMENTS AND RECEIVED A VALID HIGH SCHOOL DIPLOMA)

Occupational Approval No. _____

In compliance with the Michigan Constitution and Laws, the employer agrees not to discriminate against any applicant or employee because of race, color, religion, national origin or sex.

WORKING PERMIT DEPARTMENT

_____
NAME OF SCHOOL DISTRICT

_____
NAME OF EMPLOYER

_____
ADDRESS OF EMPLOYER

If a working permit and age certificate is issued to:

_____

APPLICANT COMPLETE THIS SECTION AND RETURN THIS FORM WITH BIRTH CERTIFICATE OR OTHER LEGAL PROOF OF AGE TO THIS SCHOOL OFFICE.

Date of Birth _____ SEX _____

Place of Birth _____
CITY, TOWNSHIP OR COUNTY AND STATE

HEIGHT	WEIGHT	COLOR OF HAIR	COLOR OF EYES

F / G _____
NAME OF FATHER OR GUARDIAN

_____
MAIDEN NAME OF MOTHER

_____
ADDRESS OF PARENT OR GUARDIAN

The above named employer agrees to employ said minor at $_____ per _____ (HOUR/DAY) to do the following work: _____ Hours of employment will be: _____

Our type of business is known as: _____
SUPERMARKET, PHARMACY, AUTOMOTIVE PARTS MFG., ETC.

BY _____ _____ _____ _____
TITLE PHONE NO. DATE

We will return the Working Permit to you within 5 days after the above leaves our employment.
(1) If employment is only part time such as, after school, Saturdays, and or established vacation periods, please indicate that fact.

3. Fill in the information requested on the upper right hand corner of the form. PRINT

   Date of Birth Sex
   Place of Birth
   Height Weight Color of Hair Color of Eyes
   Name of Father or Guardian
   Maiden Name of Mother
   Address of Parent or Guardian

4. Have your employer fill in the rest of the form.
5. You must take:

   <u>The completed form</u> (filled in by both your employer and yourself) and
   <u>Your birth certificate</u> or other legal proof of age
   to the Board of Education Office, 32500 Shiawassee, Farmington. 477-1300. You will then receive your Work Permit.

School _____ Name _____

EIGHTH GRADE CAREER DEVELOPMENT

Date _____

	Date When Completed
Examined my DAT results	_____
Interview with Counselor	_____
Job application completed	_____
Job interview or mock interview completed	_____
My Social Security number is	_____
Filled out work permit form	_____
My tentative career goal	_____

When I graduate from high school, a job skill I will have is _____.

A job I could obtain with this skill is _____.

You will have an opportunity to receive more information on job applications and interviews in ninth and tenth grade English.

Vocational Education

KNOW HOW

Learn the skills to get a JOB in a Vocational Education Class

Accounting
Advanced Display
Architectural Drafting
Auto Body
Auto Mechanics
Cosmetology
Data Processing
Dental Assisting
Diesel Mechanics
Electronics
Engineering Drafting
Floral Design & Sales
Food Service
Greenhouse & Landscaping
Machine Shop
Marketing
Medical Office Assisting
Medical Skills
Printing
Secretarial Procedures
Shorthand
Typing
Welding
Woodworking

Co-op [Work and get high school credit]

See HS curriculum guide for prerequisites.

Learn the SKILLS to live independently in Home Economics Classes

Printed By Farmington High School Lithographers

KEEPING THE JOB

Enthusiasm

You've got the job and want to make good. Congratulations! To develop a good record, you will want to:

1. Accept assignments willingly.
2. Be on time; work until quitting time; avoid absences.
3. Be helpful.
4. Be satisfied with nothing less than your best work.
5. Use initiative. Try to do things before being asked.
6. Make an effort to get along with your co-workers.

Employers say they want people who have:

Ability	Dependability
Reliability	Good Attendance
Loyalty	Cheerfulness
Enthusiasm	Perseverance

Initiative
Efficiency
Helpfulness
Get along well with co-workers

Initiative

No No!

More workers lose their jobs due to poor character qualities than to lack of skills. Some of the traits employers dislike most are:

Carelessness
Laziness
Troublemaking
Disloyalty
Irresponsibility
Misrepresentation
Unwillingness to follow rules
Absence or tardiness without good cause
Too much attention to outside interests
Too much or too little ambition
Lack of initiative
Lack of adaptability